

## OVERTIME REASON CODES

**AUS – Authorized Staff/Phantom Post**

Overtime used to fill a “hole” in the schedule where no position number exists.

**BEH – Client Behavior**

Overtime for employees called in to work because of a need for extra staffing due to client behavior. (Temporary situation/not part of a current client program).

**CSK – Client Sick**

Overtime worked because a client who would normally be at a day program is ill.

**CSP - Client Appointment**

Overtime to accompany a client to a medical or other appointment.

**DAY – Client Day Program**

Overtime required because of a day program closure or cancellation, or lack of an assigned day program.

**EMR – Emergency/Weather**

Overtime to provide staffing when a residential program decision has been made to keep clients home due to weather or other emergency.

**ETM – Earned Time**

Overtime worked to cover for employees off on paid earned time (vacation, holiday, PL).

**FUR - Furlough**

Overtime worked to cover for employees off on furlough time.

**GAP – Gap Time**

Overtime worked between two shifts up to a one hour maximum. An employee who chooses to remain on duty at the worksite during this gap period shall be assigned duties and receive overtime pay at the applicable rate. Travel time between assignments should not be coded to GAP time but should be coded to TRV as shown below.

**MSC – Miscellaneous/Other Cause**

Overtime where no other code applies. Should be used only in rare circumstances.

**PGM – Client Program**

Overtime worked because of a documented/approved client program/intensive staffing.

**RES – Client Respite**

Overtime worked in order to provide staffing for a client who is temporarily placed. (Should not be used for more than 30 days).

**SCK – Staff Sick**

Overtime worked to cover for employees out due to illness, appointment, or sick family. This includes FMLA and non-FMLA absences.

**TRN - Training**

Overtime to replace staff released for training or for employees attending training.

**TRP – Transportation/Maintenance**

To be used when working overtime to transport clients other than for a medical appointment. Also to be used by maintenance staff when called in to respond to a maintenance problem. Also to be used for vehicle maintenance/service.

**TRV – Travel**

To be used when traveling to an overtime location that is different from the normal work site including travel to attend training.

**ULV – Unpaid Leave/Leave Authorized/Unauthorized**

To be used to replace an employee who is on unpaid leave or administrative leave with pay or to replace an employee who is tardy and is not using paid earned time.

**WCP – Workers Compensation**

Used to replace an employee who is out on workers compensation.

**VAP – Vacant Position**

Overtime worked to cover a vacant position (to be used only if there is a bona fide vacant PC# with authorization to fill).